

CSC Adopted: October 2001 , CSC Revised: July, 2003**Class Title: Groundskeeper****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Maintains the appearance of grounds for various facilities. Cuts grass, repairs damaged lawns, prunes trees and shrubs, and applies horticultural chemicals. Secures areas for public safety in emergencies. Operates and maintains vehicles and equipment.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Maintains the grounds, cleans area and assists with landscaping by cleaning sidewalks, mowing lawns, trimming trees and shrubs, sweeping, loading wood debris, feeding a chipper and using a blower to remove sawdust, chips and shavings, removing trees and stumps, operating chippers and stump grinders, raking leaves, sweeping and edging, preparing and planting flower beds, seeding the lawns, caring for plants, removing insects and picking up litter.
2	H	Secures areas for public safety in emergencies by clearing streets, walkways, moving trash cans and loose pots, removing branches, bushes and refuse from grounds, assisting emergency personnel and being on call to respond to emergencies.
3	H	Assists with funeral services by erecting tents, assisting with grave digging, filling in graves, disposing of funeral flowers, keeping records and preparing reports
4	H	Provides foundation service by digging holes, mixing and pouring concrete and moving and installing markers.
5	H	Operates and maintains vehicles and equipment by checking fluid levels, refueling, checking tire pressure, fuses and light bulbs, cleaning, adjusting and sharpening chain saws, changing and sharpening chipper blades and stump grinder teeth and greasing.

CSC Adopted: October 2001 , CSC Revised: July, 2003**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	Six months of experience in greenhouse or landscaping.
Certifications and Other Requirements	Valid Driver's License, Class A or B Commercial Driver's License may be required depending upon area of assignment. Pesticide Applicator's License
Reading	Work requires the ability to read and comprehend labels on horticultural products.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and to measure ground areas for treatment and calculate the amount of chemicals required for proper application.
Writing	Work requires the ability to write report sheets, documents spraying forms.
Managerial	Managerial responsibilities include working with community workers to give assignments, monitor progress and document hours.
Budget Responsibility	N/A.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, temporary employees, volunteers, or other workers.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision-making authority for purchases or projects.

CSC Adopted: October 2001 , CSC Revised: July, 2003**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Operating blower, trimmer, pruning, edger, watering,
Sitting	O	Operating equipment
Walking	C	Operating blower, trimmer, edger, supervising
Lifting	F	Equipment, fertilizer, manure, watering cans
Carrying	F	Equipment, fertilizer, manure, watering cans
Pushing/Pulling	F	Equipment, fertilizer, manure, watering cans
Reaching	F	Trees, hedges
Handling	O	Supplies, tools
Fine Dexterity	O	Operating equipment
Kneeling	O	Weeding, mulching, watering, pruning, planting
Crouching	O	Weeding, mulching, watering, pruning, planting
Crawling	O	Weeding, picking up equipment, planting
Bending	O	Weeding, flower show set up, planting, pruning, watering
Twisting	O	Weeding, planting, pruning, watering
Climbing	O	Ladder
Balancing	O	Ladder
Vision	C	Trimming trees, pruning, watering, mulching, planting,
Hearing	C	Supervisor, co-workers, citizens, radio
Talking	O	Supervisor, co-workers, citizens, radio
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: October 2001 , CSC Revised: July, 2003**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Tillers, truck, riding mower, weed eater, edgers, clippers, trimmers, garden carts, pitchfork, shovel, pruners, sprayers, hose and hose carts, sprinklers

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	S	Extreme Temperatures	D
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	D
Explosives	M	Wetness/Humidity	D
Communicable Diseases	S	Darkness or Poor Lighting	D
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Ear plugs, face shields, gloves, boots, hat, protective clothing

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)